

**Instructions for
MAKING CONTRIBUTIONS
IN LIEU OF
VOLUNTARY FURLOUGH
As described in Paragraph A**

In the event that an employee would prefer to make cash contribution(s) to the State of Indiana in lieu of taking leave without pay under Paragraph A of the Voluntary Furlough Program, they may do so. The process is as follows:

The employee should:

1. Complete the REQUEST FORM FY2002-2003 COMMITMENT VOLUNTARY FURLOUGH PROGRAM. Indicate on this form that contributions will be made in lieu of leave without pay.
2. Complete the *REPORT OF CONTRIBUTION IN LIEU OF VOLUNTARY FURLOUGH. Indicate on this form the amount and frequency of intended contributions. Obtain Employing Agency information from Human Resource Department.
3. Distribute copies of the completed forms to:
 - Original to employing agency Human Resource Department.
 - *Copy with a check made payable to the **STATE OF INDIANA** to:
Indiana State Personnel Department
Attn: Finance Division
402 West Washington St., W161
Indpls., IN 46204-2261
 - Copy for employee records.

The State Personnel Department will:

4. Send a receipt for each contribution received to the employee at the address provided on the REPORT OF CONTRIBUTION IN LIEU OF VOLUNTARY FURLOUGH.
5. Notify the employing agency of the contribution made towards the 12-day commitment.

NOTE: The employing agency **should not** include contributions made in lieu of voluntary furlough on the report of participation they send to State Personnel.

*In order to ensure that appropriate credit is given to the participating employee towards the 12-day commitment, a copy of the REPORT OF CONTRIBUTION IN LIEU OF VOLUNTARY FURLOUGH form should accompany each contribution sent to the State Personnel Department.

**Instructions for
MAKING CONTRIBUTIONS
IN LIEU OF
VOLUNTARY FURLOUGH
As described in Paragraphs B or C**

In the event that an employee would prefer to make cash contribution(s) to the State of Indiana in lieu of taking leave without pay under Paragraph B or C of the Voluntary Furlough Program, they may do so. The process is as follows:

With each contribution, the employee should:

1. Complete the REQUEST FORM for OCCASIONAL USE of the VOLUNTARY FURLOUGH PROGRAM. Indicate on this form that contributions will be made in lieu of leave without pay.
2. Complete the REPORT OF CONTRIBUTION IN LIEU OF VOLUNTARY FURLOUGH. Obtain Employing Agency information from Human Resource Department.
3. Distribute copies of the completed forms to:
 - Original to employing agency Human Resource Department.
 - Copy with a check made payable to the **STATE OF INDIANA** to:
Indiana State Personnel Department
Attn: Finance Division
402 West Washington St., W161
Indpls., IN 46204-2261
 - Copy for employee records.

The State Personnel Department will:

4. Send a receipt for each contribution received to the employee at the address provided on the REPORT OF CONTRIBUTION IN LIEU OF VOLUNTARY FURLOUGH.
5. Notify the employing agency of the contribution made towards the occasional use of the Voluntary Furlough Program.

NOTE: The employing agency **should not** include contributions made in lieu of voluntary furlough on the report of participation they send to State Personnel.